



DEPARTMENT OF THE ARMY
HEADQUARTERS, 377TH THEATER SUPPORT COMMAND
5010 LEROY JOHNSON DRIVE
NEW ORLEANS, LOUISIANA 70146-3601

REPLY TO
ATTENTION OF:

S: 20 August 2004

AFRC-SBLA-PR

25 July 2004

MEMORANDUM FOR

Commander, 321st Material Management Center, 1735 Foss Street, Baton Rouge, LA 70802
Commander, 336th Finance Command, 2300 Tenth Street, Lake Charles, LA 70601
Commander, 469th Finance Command, 5010 Leroy Johnson Drive, New Orleans, LA 70146

SUBJECT: CW4 Michael J. Novosel Award for the Reserve Officers Association (ROA)
Outstanding Warrant Officer of the Year

1. References:


- a. ROA Memorandum, dated 22 March 2004, Subject: CW4 Michael J. Novosel Award for the Reserve Officers Association (ROA) Outstanding Warrant Officer of the Year
- b. USARC Memorandum, dated 26 May 2004, Subject: CW4 Michael J. Novosel Award for the Reserve Officers Association (ROA) Outstanding Warrant Officer of the Year

2. The purpose of this memorandum is to provide further guidance for submitting nomination packets for eligible warrant officers. It is highly encouraged and recommended that each command submit a nomination for this prestigious award. Nominees must be a member of the Reserve Officer Association and in good standing.

3. Completed nomination packets should be submitted to this office NLT than 20 August 2004. Packets will be screened for completeness, endorsed by the Commanding General, and then forwarded to USARC for further processing.

4. Points of contact are LTC Jeanne Rowan at (504) 286-9286 or SFC Reginald Clark at (504) 286-9302.

FOR THE COMMANDER:


JEANNE MARIE ROWAN
LTC, GS
Assistant Chief of Staff, G1



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
1401 DESHLER STREET SW
FORT MCPHERSON, GA 30330-2000

REPLY TO
ATTENTION OF

S: 10 Sep 04

AFRC-PRA-S (672-20b)

26 May 2004

MEMORANDUM FOR Deputy Chiefs of Staff, G-1, USARC Major Subordinate Commands

SUBJECT: CW4 Michael J. Novosel Award for the Reserve Officers Association (ROA)
Outstanding Warrant Officer of the Year.

1. Reference the enclosed memorandum, dated 22 March 2004, subject as above, from the President, ROA, and the Chair, Warrant Officer Committee, announcing the nomination process for the 2005 Michael J. Novosel Award for the ROA Outstanding Warrant Officer of the Year.
2. Eligibility and nominating procedures are outlined in the referenced memorandum. Keep in mind the nominees must be a member in good standing of the ROA.
3. Request you provide this Command a copy of the nomination packet that was submitted to the ROA or your negative response, NLT 10 September 2004. This requirement is exempt from the provisions of AR 335-15, para 5-2h(2).
4. For additional information, contact Mr. Kyle Tatum, Human Resource Specialist (Military), at (404) 464-8930.

FOR THE COMMANDER:

Encl

for Billy W. Earley
MARK M. EARLEY
Colonel, GS
Deputy Chief of Staff, G-1



Reserve Officers Association of the United States

"PRESERVING THE NATION'S DEFENSE FOR OVER 75 YEARS"

Memorandum To: See Distribution

FROM: Lieutenant Colonel Terrence Benshoof, USAR, President, Reserve Officers Association
CW4 (Ret) Don Hess, Chair, Warrant Officer Committee

DATE: 22 March 2004

SUBJECT: CW4 Michael J. Novosel Award for the ROA Outstanding Warrant Officer of the Year

ROA and the Warrant Officer Committee are pleased to announce the 2005 competition for the CW4 Michael J. Novosel Award for the Reserve Officers Association Outstanding Warrant Officer of the Year. This will be the seventh presentation of the award, which was approved at our National Convention in Boston in 1998. The award was established to annually recognize the achievements and dedicated service of warrant officer members of ROA. The award will be presented during the ROA Mid-Winter Conference (13-16 February 2005) in Washington, DC on 14 February 2005. The award process is open to Ready Reserve Warrant Officers from all services.

The program description and process for application is described in the enclosed announcement package which is available for downloading off the Warrant Officer Section on the ROA homepage - www.roa.org.

We ask that each general or flag officer command make every effort to nominate a warrant officer from the command for this award before the advertised 10 September 2004 deadline. Command nomination(s) should be submitted to the address listed in the memorandum.

The ROA National Headquarters point of contact for the award is the Army Section. For additional information contact the Army Section at ROA National Headquarters 202-346-7717 or 800-809-9448.

Enclosures

DISTRIBUTION:

Cdr, AR-PERSCOM
Cdr, AR-PERSCOM, ATTN: DARP-PDE
Cdrs, RSC, ARCOM, MUSARC, GOCOMs
State Adjutants General
ROA Department Presidents
ROA Department Army and Navy Vice presidents
ROA Department Secretaries

04-04-06 09:43 RCVD

"Serving Those Who Serve"

Army ★ Marine Corps ★ Navy ★ Air Force ★ Coast Guard ★ Public Health Service ★ NOAA

One Constitution Avenue, N.E., Washington, DC 20002-5655

Telephone: (800) 809-9448 or (202) 479-2200 ★ FAX: (202) 479-0416 ★ E-Mail/Website: www.roa.org

RESERVE OFFICERS ASSOCIATION'S CW4 MICHAEL J. NOVOSEL OUTSTANDING WARRANT OFFICER AWARD PROGRAM

Reserve Officers Association is pleased to announce the 2005 competition for the Reserve Officers Association's (ROA) CW4 Michael J. Novosel Outstanding Warrant Officer of the Year Award. Three (3) finalists will be selected by the EXCOM Initial Selection Committee in December 2004 and requested to attend the ROA Mid-Winter Conference in Washington, DC, 13 – 16 February 2005, for a personal interview with the Final Selection Committee. The final selection and presentation of the award will be made during the Mid-Winter Conference. All finalists will be recognized with certificates, and a reception in their honor. The winner will receive a plaque and his/her name will be placed on the permanent award displayed at ROA National Headquarters.

1. **PURPOSE:** This program was established to annually recognize the achievements and dedicated service of Warrant Officer members of the Reserve Officers Association while contributing to the following desirable activities:

- a. Increase interaction between their respective services and ROA Departments.
- b. Enhance communication among ROA Service Sections and Department Vice Presidents.
- c. Enhance and encourage membership and participation in ROA by Warrant Officers. All activities should be accomplished with maximum public relations activity.

2. ELECTION CRITERIA:

- a. **Mandatory - Nominees must:**
 - (1) Be a warrant officer in grade WO1, CW2, or CW3 at the time of the Mid-Winter Conference.
 - (2) Be a member in good standing of ROA at the time of nomination and the Mid-Winter Conference.
 - (3) Receive endorsement from their unit/command.
 - (4) Receive endorsement from the ROA department in which they hold membership.
 - (5) Be a member of the Ready Reserve (i.e., an USAR Troop Program Unit, the National Guard, the Individual Ready Reserve, USMCR, USNR, the Coast Guard Reserve) or participating in their respective AGR, TAR or IMA programs at the time of submission of the nomination.
- b. **Nominees shall be judged on the following: (not necessarily in order of importance)**
 - (1) Military and civilian education, experience, achievements, awards and decorations.
 - (2) Community and professional activities.
 - (3) ROA participation.
- c. **Any Warrant Officer may be reconsidered in subsequent years if all requirements are again satisfied and he/she has never been selected as the ROA Outstanding Warrant Officer.**

3. GENERAL CONSIDERATIONS:

a. The selection process shall approximate procedures utilized in a "best qualified" method of selection for promotion.

b. The nomination packet must be in the format found at the enclosure.

c. National ROA will bear no expense for the three finalists for attendance at the Mid-Winter Conference for the Final Selection interview.

d. Any of the final three candidates who cannot attend the interview meeting during Mid-Winter will still be considered provided a written explanation of his or her absence is received at ROA Headquarters prior to the final selection. Any finalist whose absence is caused by active duty military service (e.g., Annual Training, Active Duty for Special Work, Active Duty Training) automatically shall become a finalist for the subsequent year, provided that the finalist: (i) notifies ROA in writing prior to the interview meeting that active duty military service will preclude the finalist from attending the interview meeting, and provides ROA with a copy of the military orders that place him/her on active duty military service on the date of the interview meeting; and (ii) re-submits an updated nomination packet to ROA, through the candidate's current ROA Department, in accordance with the procedures set out in this memorandum. In an ROA Department where a finalist from the previous year is automatically included as a finalist candidate for the subsequent year, that ROA Department also may nominate a second warrant officer for consideration in accordance with the selection process prescribed by this memorandum.

e. This Warrant Officer competition is based on nominee's ROA Department membership affiliation and not on the state of residence or unit assignment. Although only one candidate can be endorsed by a department, units who have members in more than one Department may submit more than one candidate; however, no more than one candidate per service section per Department based on the ROA membership of the candidates.

(Example: If the 1/340th Infantry Regiment has three Warrant Officers who meet all nomination requirements, two are members of the Maryland Department and one is a member of the Virginia Department, then the Commander, 1/340th, may submit two nominations. One to Virginia and one to Maryland.)

*EXCEPTION:

(1) If a nomination packet is received from Commander, Army Reserve Personnel Command (AR-PERSCOM), the Department may also endorse this IMA/IRR candidate. This would give the Department two nominees for the Initial Selection Board conducted at ROA National Headquarters in December.

(2) To enhance the visibility of this relatively new program and until such time as a greater number of applicants are received, departments may nominate more than one candidate for this award as an exception for the selection process for 2005.

f. Nominating Commands and Departments are strongly encouraged to sponsor their finalist candidates at the Mid-Winter Conference.

g. The nominee selected to represent the Department will be that department's Outstanding Warrant Officer of the Year. Departments are strongly encouraged to appropriately recognize this officer.

4. RSC/GOCOM Commanders and The Adjutants General (TAG)

a. Establish a POC at your Headquarters.

b. Notify all units of this award program and request nomination packets be submitted to your

Headquarters in time to select one candidate (per ROA Department) and forward that packet to ROA National Headquarters, ATTN: Army Section, no later than 10 September, 2004. Again all nominations must have unit/command endorsements and be postmarked NLT 10 September 2004.

5. COMMANDER, US ARMY RESERVE - PERSONNEL COMMAND

- a. Nominate no more than five qualifying warrant officer candidates from the IRR and IMA programs.
- b. No more than one AR-PERSCOM nominee may be from any one State/ROA Department. In situations where the ROA Department has also selected a nominee, the Department may forward two packets - one representing the Department and the other representing AR-PERSCOM.
- c. Forward the nominating packets to ROA National Headquarters, ATTN: Army Section, no later than 10 September 2004. Again all nominations must have AR-PERSCOM command endorsements and be postmarked NLT 10 September 2004.

6. DEPARTMENT PRESIDENT

- a. Take all appropriate actions to insure all in Department are aware of this competition.
- b. Select the department's Outstanding Warrant Officer from the nominating packets received. (If a nominating packet is received from Commander, AR-PERSCOM, the Department may also endorse this IMA/IRR candidate. This and the situation described in paragraph 3.d. and 3.e. above are the only circumstances where more than one nominee from a single department will be considered.)
- c. Endorse the selection(s) and forward the original packet(s) to ROA National Headquarters ATTN: Army Section, no later than 22 October 2004.
- d. Notify the selected nominee(s) and furnish a copy to the submitting command.
- e. Return packets to the non-selected candidates. Furnish a copy of the cover letter to the submitting command.
- f. The selected nominee is the department's Outstanding Warrant Officer of the Year. Arrange for appropriate recognition.

7. SCHEDULE OF 2003 SUSPENSE DATES:

22 Mar 2004 ROA National Director, Army Affairs announces WO program.

3 May 2004 Commanders and TAG appoint their POC's and send announcement to their units. Department VP's send information through Department channels

12 Jul 2004 Units send nomination packets directly to commanders

10 Sep 2004 Commanders and TAG send their selected nomination packet to ROA ATTN: Army Section**

****Within five working days of receipt of a nomination packet, Director of Army Affairs will log in packet and send it to the appropriate Department Presidents for consideration of Department nominee.**

17 Sep 2004- Departments select Department nominee(s).
22 Oct 2004

22 Oct 2004 Department Presidents shall send the nomination packet to ROA ATTN: Army Section.

Early Dec 2004 Selection of three finalists shall take place at the December ROA EXCOM meeting.

Mid Dec 2004 Notification to Departments, Commanders regarding nominees.

Mid-Winter
(13 – 16 Feb 2005) 14 Feb 2005 - Final Selection Committee interviews

15 Feb 2005 Section Luncheons – announcement of Novosel Award Recipient

8. 2006 ANNOUNCEMENT

The 2006 announcement for this award will be available at the Mid-Winter Conference and be mailed to each addressee no later than 18 March 05. The 2006 announcement will also be available for download off the ROA homepage @ www.roa.org.

Enclosures

DISTRIBUTION:

CG, USARC

Cdr, AR-PERSCOM

Cdr, AR-PERSCOM, ATTN: DARP-PDE

Cdrs, RSC, GOCOMs

State Adjutants General

ROA Department Presidents

ROA Department Army and Navy Vice Presidents

ROA Department Secretaries

Applicant's Last Name: _____

**RESERVE OFFICERS ASSOCIATION'S
OUTSTANDING
WARRANT OFFICER AWARD PROGRAM**

1. Nominee's rank and full name: _____
2. Reserve Status (Unit, IMA, IRR, FTS) [Please circle one]
3. Unit of assignment/attachment: _____
4. Home Address: _____

5. Home Phone: _____ Business: _____ FAX: _____
E-mail address: _____
6. Height: _____ Inches Weight: _____ Pounds
7. DOB: _____
8. Source of Appointment: _____
9. Date of original appointment: _____ Rank: _____
10. Warrant Officer Promotion(s):

Date

Rank

11. Military Education:

School

Length

Date Completed

12. Civilian Education: High School ()

Undergraduate ()

Graduate ()

Major/Course

Date Completed

13. Military Experience/Assignments:

Dates:

Applicant's last name: _____

14. Civilian Occupations/Positions

Dates

15. Military Decorations

16. Military Badges/Tabs

17. Civilian Honors

18. Community/Civic/Professional Activities

Date(s)

19. Date originally joined ROA: _____

20. ROA positions held:

Titles

Level (Chapter/Department/National)

Dates

21. _____
Signature of Applicant

Date

Applicant's last name: _____

OFFICIAL PHOTO
NOMINATION PACKETS
WITHOUT A PHOTO
WILL NOT BE CONSIDERED

Center and attach the
official photo